

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>EU Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine) 1-2025 Call for Contributions Requirements and Job Descriptions</b>					
<b>Organisation:</b>	<b>EUAM Ukraine</b>				
<b>Job location:</b>	<b>As indicated below</b>				
<b>Employment regime:</b>	<b>As indicated below</b>				
<b>Job titles/ vacancy notice:</b>	<b>Ref.:</b>	<b>Name of the post:</b>	<b>Location:</b>	<b>Availability:</b>	
	<b><u>Seconded (38)</u></b>				
	LVC 001	Planning and Reporting Officer	Lviv	30 May 2025	
	LVO 006	Adviser/Trainer on Rule of Law	Lviv	1 Aug 2025	
	LVO 008	Senior Adviser on General Policing	Lviv	ASAP	
	ODC 001	Planning and Reporting Officer	Odesa	ASAP	
	ODO 003	Senior Adviser on Prosecution	Odesa	11 Jun 2025	
	ODO 008	Senior Adviser on Criminal Investigations	Odesa	16 Aug 2025	
	ODO 012	Head of Maritime IBM Unit	Odesa	ASAP	
	UAC 004	Executive Officer to the CoS	Kyiv	ASAP	
	UAC 006	MAC Analyst	Kyiv	17 July 2025	
	UAC 022	Political Adviser (Regional)	Odesa	19 June 2025	
	UAC 032	Planning and Evaluation Officer	Kyiv	ASAP	
	UAC 038	Planning and Reporting Officer	Kyiv	ASAP	
	UAC 043	Project Management Officer	Kyiv	ASAP	
	UAC 051	Press and Public Information Officer	Kyiv	ASAP	
	UAC 053	Strategic Communication Adviser	Kyiv	ASAP	
	UAM 007	Community Policing Adviser	Kyiv/Country wide	ASAP	
	UAO 020	Adviser on Anti-Corruption	Kyiv	17 Aug 2025	
	UAO 031	Head of Leadership and Education Unit	Kyiv	ASAP	
	UAO 035	Head of International Crimes Component/Deputy Lead Coordinator of the Atrocity Crimes Advisory Group	Kyiv	14 Jun 2025	
UAO 040	Head of OAS Reform Unit	Kyiv	15 Jun 2025		
UAO 054	Data Protection/GDPR Adviser	Kyiv	ASAP		

	UAO 055	Strategic Reform Adviser	Kyiv	ASAP
	UAO 060	Head of IBM and Law Enforcement Component	Kyiv	01 Aug 2025
	UAO 084	Strategic Customs Adviser	Kyiv	ASAP
	UAO 085	Adviser on IBM Quality Management	Kyiv	ASAP
	UAO 086	IBM Coordination Adviser	Kyiv	ASAP
	UAO 087	Adviser on Organised Crime - Smuggling	Kyiv	ASAP
	UAO 088	Senior Maritime IBM Adviser	Kyiv/Country wide	ASAP
	UAO 094	Senior Adviser on Transitional Justice	Kyiv	ASAP
	UAO 100	Head of Organised Crime Unit	Kyiv	ASAP
	UAO 134	Deputy Head of Component/ Senior Adviser on National Security	Kyiv	ASAP
	UAO 136	Head of Unit - International Crimes Legal Unit	Kyiv	26 Jun 2025
	UAT 013 UAT 016 UAT 018	Senior Adviser on Prosecution of International Crimes (3 Positions)	Kyiv/ Countrywide	ASAP ASAP ASAP
	UAT 20	Senior Adviser on Investigation of Trafficking in Human Beings	Kyiv	ASAP
	UAT 027	Senior Adviser on Legal Reform	Kyiv	10 Aug 2025
	UAT 033	Senior Adviser on Complex Crime Scene Analysis	Kyiv	ASAP
	<b><u>Secoded/Contracted (5)</u></b>			
	UAD 003	Mission Security Officer	Kyiv/ Countrywide	04 March 2025
	UAD 015	Mission Security Officer	Kyiv/ Countrywide	07 May 2025
	UAT 003 UAT 011 UAT 012	Senior Adviser on Prosecution of International Crimes (3 Positions)*	Kyiv/ Countrywide	ASAP 01 Mar 2025 ASAP
<b>Deadline for applications:</b>	<b>Friday, 14 March 2025 at 17:00 (Brussels time)</b>			
<b>Applications must be submitted to:</b>	<p><b>1) You have the nationality of an EU Member State: you must use Goalkeeper to apply:</b></p> <p><b>a) You are already registered on Goalkeeper AND you have an EU Login:</b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a></p> <p><b>b) You do not have a Goalkeeper account or an EU Login:</b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</a></p> <p>Only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered): Please contact your seconding authority to send them your application form.</p>			

	<i><b>Please note:</b> Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your national Seconding Authority for more information on applying for vacant Seconded positions. We cannot provide contact details of national Seconding Authorities.</i>
<b>Information:</b>	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): <b>Mr Zsolt FEJES</b> <a href="mailto:cpcc-ukraine@eeas.europa.eu">cpcc-ukraine@eeas.europa.eu</a>

## High Risk Non-Family Mission

The EUAM Ukraine bears a High Risk Non-Family Mission status due to the present risk rating of the mission area is high, according to the SIAC risk rating table. As such, international seconded and contracted mission members shall at no time receive visits or be habitually accompanied by any family member in the mission area for the duration of their present tour of duty or contract.

**Seconded personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU Member States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

**Contracted personnel** – The Mission may recruit international staff on a contractual basis as required through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

**Tour of duty/contract period** – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

The Civilian Operations Commander requests that EU Member States and Contributing Third States (Contributing States) propose candidates for the following international expert positions for EUAM Ukraine, according to the requirements and profiles described below:

## I. GENERAL CONDITIONS

**Citizenship** – Candidates must have a citizenship of an EU Member State or of a Contributing Third State.

**Integrity** – Candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Selected candidates are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. They shall carry out their duties and act in the interest of the Mission.

**Flexibility and adaptability** – Candidates must be able to work in arduous conditions with a limited network of support, with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. civilian and military staff) and be able to cope with extended separation from family and usual environment.

**Availability** – Candidates must be able to undertake any other tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission.

*Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.*

## **II. REQUIREMENTS**

### **II.A Essential requirements**

The following are essential requirements in respect of civilian international experts to the Missions for all job descriptions:

**Physical and mental health** – Candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission and in its Area of Operation. Selected candidates should undergo an extensive medical examination as requested by the seconding authority or the Mission in accordance with “Fit to work clearance” procedure prior to recruitment/deployment to prove that they comply with the requirement.

To ensure duty of care in the CSDP Mission, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing States/country of residence.

**Education and training** – Candidates should have a recognised qualification under the European Qualifications Framework (EQF), or equivalent, at a level specified in the individual job descriptions. Candidates are strongly advised to verify their compliance through the link: <https://ec.europa.eu/ploteus/content/descriptors-page>.

**Knowledge** – Candidates should have knowledge of the EU Institutions and Mission Mandate, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

### **Skills and abilities**

**Language skills** – Candidates must have the understanding, speaking, and writing proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. The Mission may seek to facilitate language training and where appropriate, specialist language training, for newly recruited Mission staff

members. Candidates are advised to verify their proficiency through the following link: <https://europa.eu/europass/en/common-european-framework-reference>.

**Communication and interpersonal skills** – Candidates must have excellent interpersonal and communication skills, both written and oral.

**Organisational skills** – Candidates must have excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.

**Digital skills** – Candidates must have basic digital skills in the competency areas: information and data literacy, communication and collaboration, digital content creation, safety and problem solving. Candidates are advised to verify their proficiency through the following link: <https://digital-strategy.ec.europa.eu/en/news/test-your-digital-skills-and-thrive-digital-world>.

**Driving skills** – Candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle.

*Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.*

## **II.B Desirable requirements**

**Knowledge of the Mission area** – Candidates should have a good knowledge of the history, culture, social and political situation of the region and also knowledge of the police, judiciary and governmental structures, as applicable.

**Knowledge and experience of Security Sector Reform** – Candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area, as applicable.

**Training and experience** – Candidates should have attended a Civilian Crisis Management Course or equivalent.

**Language** – Knowledge of local language(s), depending on the job tasks and responsibilities.

**Driving licence** – Category C driving licence.

## **III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES**

**Passport** – Selected candidates must have a biometric passport from their respective national authorities valid for at least six months. If possible, a Service Passport or Diplomatic Passport should be issued.

**Visas** – Contributing States and selected candidates must ensure that visas are obtained for entry into the Mission area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries on route to the Mission.

**Education diploma(s)/certificate(s) and/or professional certificate(s)** – Selected international contracted candidates must have and present to the Mission the university diploma or the professional certificate/diploma, depending on the job description, before signing the contract or taking up their duties.

**Required Personnel Security Clearance (PSC) or Certificate of Good Conduct** – Selected candidates will have to be in possession of the necessary level of a Personnel Security Clearance (PSC) as specified in the respective job descriptions. In case of lack of such requirement in the job description, selected candidates are required to present a valid official document from their respective country's competent national Authority confirming the lack of convictions for crimes or offences under common law, not older than 3 months (the so-called ***Certificate of good conduct***).

In case of the PSC requirement: seconded experts must provide the original certificate of the national security clearance or a proof of the initiation of the process upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. Please note that the role of the Mission is limited to initiation of the process and the Mission declines all responsibility regarding its final outcome.

In any case, the final PSC certificate must be presented within 12 months from the deployment. Failing to meet this requirement will result in the termination of the secondment/contract and no extension can be granted. Please note that Heads of Mission, Deputy Heads of Mission and Senior Mission Security Officers must always provide a valid PSC upon their deployment – a proof of initiation of the PSC is not accepted.

In case of the ***Certificate of good conduct***, seconded experts must deliver such a certificate to their respective Seconding Authority. Contracted experts must deliver such a certificate to the Mission's Human Resources before their deployment. In case of possession of multiple nationalities, or if a candidate has or had his/her residence in a country, which is not his/her country of origin, a certificate must be issued by every country where the selected candidate has had his/her residence for a period longer than 1 year during the last 5 years preceding the deployment (except if he/she resided there prior to reaching the age of 18 years).

For Contributing Third States selected candidates, an equivalence to access to the required level of EUCI will be delivered on the basis of Security of Information Agreement or Administrative Arrangements with EU or, in their absence, on the basis of the Framework Participation Agreements.

**Certificate/booklet of vaccination** – Selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Area of Operation of the Mission.

**Medical certificate** – Selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. A dental examination is also required to certify that no eminent dental issues are foreseen.

For selected contracted candidates, in compliance with "Fit to work clearance procedure", a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected candidate, the fitness to work certificate must be sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and

in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr Instruction 12-2018 as amended.)

The Heads of Mission reserve the right to reject the recruitment of any selected candidate that proves to be medically unfit to work in a civilian CSDP Mission.

**Personal protection equipment** – It is recommended that national authorities provide seconded selected candidates with protection equipment.

*Deficiencies in any of the documents requested for a specific position may result in failure of the selection process.*

#### **IV. ADDITIONAL INFORMATION**

**Equal opportunities** – The EEAS is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, the EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service, which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

**Gender balance** – The EU strives for improved gender balance in CSDP operations in compliance with EU policy and UNSCR 1325 on Women, Peace and Security (WPS). The CPCC encourages the EU Member States and European Institutions to take this into account when putting forward candidates at all levels.

**Application form** – Applications will be considered only when using the online application form (AF) accessible on the Goalkeeper-Registrar software module, indicating which position(s) the candidate is applying for. Candidates seconded by Contributing Third States will apply using the dedicated application form returned in Word format.

**Selection process** – Candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by video conference before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the contributing States will bear any related costs. Candidates should be selected on the basis of relevant competence and experience, while strict priority shall be given to seconded candidates. Contracted candidates will be selected only on exceptional basis.

**Information on the outcome** – Contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

**Training** – The selected candidates should complete Missionwise and e-SAFE modules, which are designed for the delegations or an equivalent course. The modules can be accessed in the following link: <https://webgate.ec.europa.eu/eeas/security-e-learning>.

**HEAT Training** - Candidates must have undergone a certified Hostile Environment Awareness Training (four to five days residential training) no more than five years ago.

**Pre-Deployment Training (PDT)** – The selected candidates should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy, or a national alternative of the course.

**Data protection** – The EEAS, and its Directorate CPCC, processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of individuals with regard to the processing of personal data by the EU institutions, bodies, offices and agencies and on the free movement of such data. The Privacy statement is available on the EEAS website.

## **V. JOB DESCRIPTIONS**

The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the Operational Plan (OPLAN).



## SECONDED

<b>Position Name:</b> Planning and Reporting Officer	<b>Employment Regime:</b> Secoded	
<b>Ref. Number:</b> LVC 001	<b>Location:</b> Lviv	<b>Availability:</b> 30 May 2025
<b>Department/Component/Unit:</b> Chief of Staff Office/Planning, Reporting and Evaluation Division /Field Office	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Planning and Reporting Officer reports to the Head of Planning, Reporting and Evaluation Division.

### 2. Main Tasks and Responsibilities

- To advise and support the Head of the Field Office in reporting on the activities in the region according to the Head of Mission's directions, Operation Plan, Mission Implementation Plan (MIP), Operations Implementation Framework (OIF) and other relevant planning documents and reporting guidelines. To this effect, he/she supports the Head of Planning, Reporting and Evaluation Division and monitors and reports on the progress of mandate implementation, including the identification of challenges, options and solutions and through benchmarking, analysis of internal operational reporting and evaluation;
- To help to ensure that operational activities and projects in the region are conducted in accordance with the Mission's instructions;
- To identify informational needs and contribute to the Mission reporting and information gathering;
- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact the situation in the Missions' area of responsibility;
- To contribute to the development and regular updating of the MIP and Operations Implementation Framework OIF in close cooperation with the relevant Mission's operational elements and other key stakeholders;
- To contribute to the identification and development of new projects in line with the objectives of the Mission's mandate and in support of the Mission's Project Cell;
- To develop and implement baseline surveys, monitoring and evaluation exercises to evaluate and assess the impact of the Mission's activities;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To prepare and give presentations; produce talking points, speeches and presentations on behalf of others; and take meeting minutes.

### 3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices within the respective area of responsibility;

- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the educational requirements.

#### **5. Essential Knowledge, Skills and Abilities**

- Report compilation, drafting and editing skills;
- Communication and presentation skills;
- Analytical capability and knowledge of information collection;
- Political awareness and understanding.

#### **6. Desirable Qualifications and Experience**

- Experience in planning and progress assessment;
- Experience in project management.

#### **7. Desirable Knowledge, Skills and Abilities**

- Analytical and drafting capability and profound knowledge of information collection and analytical methods;
- Ukrainian or/and Russian Language skills.

<b>Position Name:</b> Adviser/Trainer on Rule of Law	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LVO 006	<b>Location:</b> Lviv	<b>Availability:</b> 1 Aug 2025
<b>Department/Component/Unit:</b> Operations Department /Field Office	<b>Security Clearance Level:</b> Not Required	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Adviser/Trainer on Rule of Law reports to the Head of Field Office.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions in the criminal justice chain, focusing on pre-trial investigations, prosecution, courts and case management;
- To provide analysis and recommendations to the local counterparts in the area of Rule of Law;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training with host state authorities strategies/policies/plans/curricula/ training institutions;
- To support the development of the local institutions in the field of Rule of Law through activities on capacity and training opportunities in the criminal justice field, including on Rule of Law (RoL)-related matters and on police-prosecution cooperation when conducting investigations;
- To be the key interlocutor with the Local Institutions related to RoL;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training in the RoL sector;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/ components and to ensure coordination on all Rule of Law matters with the relevant components in Kyiv and other Field Offices.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- Take account of gender equality and human rights aspects in the execution of tasks
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's

Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND

- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Practical understanding of legal reform processes, including the development of legal policies and legislation;
- Ability to mentor, advise and motivate local counterparts;
- Experience in international efforts to support host state reforms in the area of criminal justice/RoL.

**6. Desirable Qualifications and Experience:**

- Experience as a judge, prosecutor or lawyer or from working in a ministry;
- Experience of handling relationships/coordination between criminal justice institutions;
- Project management experience;
- Professional Training Qualification/Certification;
- Knowledge of the training of trainers concept;
- International experience, particularly in crisis areas with multinational and international organisations.

**7. Desirable Knowledge, Skills and Abilities:**

- Ukrainian and/or Russian language skills.

<b>Position Name:</b> Senior Adviser on General Policing	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LVO 008	<b>Location:</b> Lviv	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Operations/Field Office Lviv/Criminal Investigation and Organised Crime Team	<b>Security Clearance Level:</b> Not Required	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Adviser on General Policing reports to the Head of Field Office Lviv.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in planning documents and in the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions, and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver trainings;
- To support the development of the local institution in the field of on general policing, including through human resources management, service-minded and citizen-oriented Community Safety Strategies, specifically police command and control, patrolling, investigations, crime scene management, among other areas;
- To be the key interlocutor with the relevant Ukrainian partners;
- To develop policies with the local institutions on general policing.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the educational requirements.

### 5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Knowledge of designing and delivering trainings;  
Knowledge of general policing issues;
- Leadership skills of leading larger teams within a national police force.

**6. Desirable Qualifications and Experience:**

- Experience in programs and project management;
- Experience in leading changes and/or reforms within a national police force;
- International experience, particularly in crisis areas with multinational and international organisations.

**7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of recent developments in policing and management and awareness of the recent developments and European best practices;
- Ukrainian and/or Russian language skills.

<b>Position name:</b>	<b>Employment regime:</b>	
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Planning and Reporting Officer	Seconded	
<b>Ref. number:</b> ODC 001	<b>Location:</b> Odesa	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Office/Planning, Reporting and Evaluation Division /Field Office Odesa	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Planning and Reporting Officer reports to the Head of Planning, Reporting and Evaluation Division.

### 2. Main Tasks and Responsibilities:

- To advise and support the Head of the Field Office in reporting on the activities in the region in line with the relevant planning documents and reporting guidelines. To this effect, he/she supports the Head of Planning, Reporting and Evaluation Division and monitors and reports on the progress of mandate implementation, including the identification of challenges, options and solutions and through benchmarking, analysis of internal operational reporting and evaluation;
- To identify informational needs and contribute to the Mission reporting and information gathering;
- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Missions' area of responsibility;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP) and Operations Implementation Framework (OIF) in close cooperation with the relevant Mission's operational elements and other key stakeholders;
- To contribute to the identification and development of new projects in line with the objectives of the Mission's mandate and in support of the Mission's Project Cell;
- To develop and implement baseline surveys, monitoring and evaluation exercises to evaluate and assess the impact of the Mission's activities;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To prepare and give presentations; produce talking points, speeches and presentations on behalf of others; and take meeting minutes.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or and military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the educational requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Report compilation, drafting and editing skills;
- Communication and presentation skills;
- Analytical capability and knowledge of information collection;
- Political awareness and understanding.

**6. Desirable Qualifications and Experience:**

- Experience in planning and progress assessment;
- Experience in project management.

**7. Desirable Knowledge, Skills and Abilities:**

- Analytical and drafting capability and profound knowledge of information collection and analytical methods;
- Ukrainian and/or Russian Language skills.

<b>Position Name:</b>	<b>Employment Regime:</b>	
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Senior Adviser on Prosecution	Seconded	
<b>Ref. Number:</b> ODO 003	<b>Location:</b> Odesa	<b>Availability:</b> 11 June 2025
<b>Department/Component/Unit:</b> Operations Department/Field Office Odesa/Maritime IBM Unit	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Adviser on Prosecution reports to the Head of Maritime/Integrated Border Management Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in planning documents and in the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions, and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the Regional Prosecutor in the field of prosecution reforms;
- To be the key interlocutor with the Regional Prosecutor's Office;
- To develop policies in line with the local institutions.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree; OR police or military equivalent education or training and rank; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

### 5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Knowledge of designing and delivering trainings;
- Knowledge of Prosecution.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multinational and international organisations.

**7. Desirable Knowledge, Skills and Abilities:**

- Ukrainian and/or Russian language skills.

<b>Position Name:</b> Senior Adviser on Criminal Investigations	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> ODO 008	<b>Location:</b> Odesa	<b>Availability:</b> 16 August 2025
<b>Component/Department/Unit:</b> Operations Department/ Field Office Odesa/Maritime IBM Unit	<b>Security Clearance Level:</b> Not Required	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Adviser on Criminal Investigations reports to the Head of Maritime IBM Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in planning documents and in the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions, and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To build and maintain relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver trainings;
- To support the development of Ukrainian law enforcement agencies in the field of criminal investigations through activities of mentoring and advising;
- To be the key interlocutor with the Heads of regional law enforcement agencies;
- To develop policies in line with relevant local institutions.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Ability to mentor and motivate local counterparts;
- Knowledge of designing and delivering trainings;
- Knowledge and experience in the field of criminal investigation;
- Knowledge of drafting legislation related to the strategic aspects of criminal investigations;
- Knowledge of strategic, operational, and tactical criminal analysis.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multinational and/or international organisations.

**7. Desirable Knowledge, Skills and Abilities:**

- Ukrainian and/or Russian language skills.

<b>Position Name:</b> Head of Maritime/IBM Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> ODO 012	<b>Location:</b> Odesa	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Operations/Field Office Odesa/IBM Unit	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Head of Maritime/Integrated Border Management Unit (IBM) reports to the Head of Field Office.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To lead, manage and coordinate the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by the Head of Mission;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP benchmarking in the relevant Line of Operations;
- To ensure, at operational level, coordination with other relevant operational units within the Mission;
- To coordinate with other Mission Components and horizontal Advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Unit with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instruction to the Unit;
- To identify, manage and report the risks arising from specific processes/systems/projects implemented;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

### 3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualification Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the

framework of qualifications of the European Higher Education Area, e.g. Master's Degree, OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND

- A minimum 6 years of relevant professional experience, out of which a minimum of 2 years at coordination/management level, after having fulfilled the education requirements.

#### **5. Essential Knowledge, Skills and Abilities**

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Knowledge of EU Integrated border management protocols especially in maritime domain/customs, EU Schengen Catalogue.

#### **6. Desirable Qualifications and Experience**

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- International experience, particularly in crisis areas with multinational and international organisations.

#### **7. Desirable Knowledge, Skills and Abilities**

- Ukrainian or/and Russian language skills.

<b>Position Name:</b> Executive Officer to the Chief of Staff	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAC 004	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Chief of Staff Office	<b>Security Clearance Level:</b> EU Secret	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Executive Officer to the Chief of Staff (CoS) reports to the CoS.

### 2. Main Tasks and Responsibilities:

- To support the management of the Chief of Staff office;
- To maintain a registry of all official contacts with the Mission;
- To coordinate advice and information provided to the Chief of Staff office by Mission offices and Mission members, as required;
- To ensure close cooperation with the Chief of Staff office and/or other Mission members, drafting plans, directives, Standard Operating Procedures, orders, and instructions to be approved and/or issued by the Head of Mission;
- To coordinate and liaise with relevant Mission components as required;
- To maintain contacts with local authorities, governmental organisations, non-governmental organisations or other external counterparts on behalf of CoS;
- To serve as the main point of contact for CoS for necessary coordination and following up with EUAM senior management, the EEAS, and other CSDP Missions, as well as with other international organisations and diplomatic Missions;
- To review documents, reports, and letters prepared for signature by CoS in order to ensure quality and accuracy in substance;
- To draft speeches, key messages, talking points, background briefings, papers, and minutes from meetings;
- To replace the HoM's and DHoM's Executive Officers, whenever required;
- To coordinate visits to the Mission and act as a protocol officer of EUAM;
- To ensure follow-up within the Mission of any decisions taken by the CoS, and help facilitate the flow of information through maintaining contacts with all Components/Departments and Offices.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's

degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND

- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Administrative skills (i.e., office management, event planning, and project management);
- Ability to build effective working relationships;
- Personal skills (i.e., discretion, confidentiality, problem solving, flexibility, and time management);
- Political judgement and diplomatic skills.

**6. Desirable Qualifications and Experience:**

- Experience with EU protocol;
- Working experience in an assisting and/or advisory capacity;
- International experience, particularly in crisis areas with multi-national and international organisations.

**7. Desirable Knowledge, Skills and Abilities:**

- Ukrainian and/or Russian language skills.



<b>Position Name:</b> Mission Analytical Capability (MAC) Analyst	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAC 006	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Office	<b>Security Clearance Level:</b> EU Secret	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Mission Analytical Capability (MAC) Analyst reports to the Head of Mission (HoM) and is administratively line managed by the Chief of Staff (CoS).

### 2. Main Tasks and Responsibilities:

- To support the Mission situational awareness in accordance with the agreed Mission MAC concept;
- To establish – where and as required by the HoM – liaison arrangements with relevant counterparts;
- To provide input to and draft Mission reports, including special reports;
- To disseminate MAC products internally and/or externally and ensure the security of the information handled by the MAC;
- To contribute to political products drafted by the Mission, in liaison with the Political Analysis and Coordination Division (PACD); and to contribute to reporting functions of the Mission within the MAC capacities in liaison with relevant mission components;
- To contribute to security and risk assessments conducted by the Mission, in liaison with the Senior Mission Security Officer (SMSO);
- To contribute to developing and maintaining MAC working methodology and relevant Standard Operating Procedures;
- To act upon the Head of Mission's information and analysis requirements;
- To help, if so directed, with analysis related to hybrid threats, including disinformation and/or other theatre-specific challenges;
- To identify specific dynamics and actors linked to the situation of the Area of Operations;
- To identify, monitor and report on emerging and on-going hybrid and other threats/challenges in the Area of Operations and against the Mission, the host nation and EU interests, and to further develop the Missions 'early warning' capabilities on hybrid and other threats, in coordination with relevant actors in the Mission;
- To manage Mission interaction with the EU Intelligence and Situation Centre (INTCEN)/Single Intelligence Analysis Capacity, including the Hybrid Fusion Cell, and relevant CPCC structures in regard coordination of CSDP MAC components, and CPCC Foreign Interference and Manipulation of Information (FIMI) capabilities.

### 3. General Tasks and Responsibilities:

- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

#### **5. Essential Knowledge, Skills and Abilities:**

- Analytical skills, and knowledge of information collection;
- Writing and reporting skills.

#### **6. Desirable Qualifications and Experience:**

- Master's degree in any of the fields of Political Science, International Relations, or other related fields;
- Experience in use of analytical IT packages and processes;
- Successful completion of open-source intelligence courses;
- Experience in analysing hybrid threats and other related threats;
- International experience, particularly in crisis areas with multi-national and international organisations.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Good understanding of the political, cultural, historical, and security situation of the region in which the Mission operates;
- Good understanding of the components of the Intelligence Cycle;
- Ukrainian and/or Russian language skills.

<b>Position Name:</b> Political Adviser (Regional)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAC 022	<b>Location:</b> Odesa	<b>Availability:</b> 19 June 2025
<b>Department/Component/Unit:</b> Chief of Staff Office/Political, Analysis and Coordination Department/Political Section	<b>Level of Security Clearance:</b> EU Secret	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Political Advisor reports to the Head of Political, Analysis and Coordination Division.

### 2. Main Tasks and Responsibilities:

- To follow political developments in the region;
- To provide analysis and political advice to the Head of Mission and Mission management related to the possible impact on the Mission mandate implementation;
- To ensure the Head of Mission and senior Mission management are regularly updated on political developments;
- To maintain close relationships with the EU Delegation;
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors, Contributing Third States and international organisations;
- To draft Mission reports and prepare briefings, notes and meeting records;
- To advise the Head of Mission and senior Mission management on the political impact of ongoing reforms related to the Mandate implementation;
- To conduct briefings for Mission members and other individuals and groups;
- To contribute to the political aspects of press and public information activities, including to assist in clearance of draft press releases, public statements and articles;
- To act as alternate Mission spokesperson as required;
- To be the point of contact on issues related to the protection of cultural heritage as required;
- To focus on the above duties in advising, analysing and reporting of political developments at regional level of importance to the Mission's mandate;
- To develop and maintain a network of contacts in the areas covered by Field Office Odesa and to assist the Head of the Field Office with advice, analysis and reporting;
- To make regular visits to other regions and to liaise with other Mission Field Offices and the Mobile Unit(s) and provide political advice and inputs to their reporting;
- To participate in the planning and preparation of visits at regional level of Mission staff or of external visitors where the mission has a supportive role.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the domains of Political studies, International Relations, Public Policy, Diplomacy, Security studies or other related field; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

#### **5. Essential Knowledge, Skills and Abilities:**

- Drafting and presentation skills;
- Political judgement and diplomatic skills, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level;
- Communication and advocacy skills with the ability to deliver clear advice.

#### **6. Desirable Qualifications and Experience:**

- Knowledge and experience in the field of security sector reform in liaison with security and justice actors;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP;
- International experience, particularly in crisis areas with multinational and/or international organisations.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Ukrainian and/or Russian language skills.

<b>Position name:</b> Planning and Evaluation Officer	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAC 032	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Office/ Planning, Reporting and Evaluation Division/ Planning Office	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Planning and Evaluation Officer reports to the Head of Planning, Reporting and Evaluation Division.

### 2. Main Tasks and Responsibilities:

- To develop, maintain and regularly update the Mission Implementation Plan (MIP), in close cooperation with the relevant Mission operational elements and other stakeholders;
- To coordinate and provide quantitative and qualitative analysis of inputs originating from the Mission operational and advisory elements on the progress of the Mission's operational activities and of mandate implementation;
- To liaise regularly with the Mission's operational and advisory elements, on the one hand, and external stakeholders, on the other, for information exchange, coordination, and cooperation;
- To help prepare Mission coordination meetings on the progress of MIP implementation, and ensure that Mission personnel is also regularly updated in this regard;
- To coordinate, develop and implement baseline surveys, as well as monitoring and evaluation exercises for assessing the impact of the Mission activities.
- To ensure the management, update and use of the Operation Implementation Framework (OIF) in support of Mission Members;
- To develop, update and organise trainings on the OIF system for Mission Members;
- To participate in drafting of the Benchmarking Table for the Mission' Six-Monthly Report;
- To support and contribute to the revision of the Mission mandate and Operation Plan (OPLAN) in terms of its tasks and benchmarking framework in line with CPCC instructions;
- To liaise with the Planning and Reporting Officers in the Field Offices to follow-up on MIP implementation and evaluation in the regions;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs).

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in

the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or and military education or training or an award of an equivalent rank; AND

- A minimum of 4 years of relevant professional experience, after having fulfilled the educational requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Drafting and research skills;
- Communication and presentation skills;
- Analytical skills and knowledge of information collection;
- Political awareness and understanding.

**6. Desirable Qualifications and Experience:**

- Experience in conducting evaluations;
- Experience with applying monitoring and evaluation tools and frameworks to track and assess implementation progress;
- Experience in data analysis, baseline studies, and/or need assessments.

**7. Desirable Knowledge, Skills and Abilities:**

- Analytical and drafting capability and profound knowledge of information collection and analytical methods.

<b>Position name:</b> Planning and Reporting Officer	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAC 038	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Office/Planning, Reporting and Evaluation Division	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Planning and Reporting Officer reports to the Head of Planning, Reporting, and Evaluation Division. The Planning and Reporting Officer will be embedded in the Project Cell.

### 2. Main Tasks and Responsibilities:

- To advise and support the Head of the Project Cell in implementing planning and reporting requirements according to the Civilian Operations Commander guidelines, Head of Mission's directions, Operation Plan, Mission Implementation Plan (MIP), Operations Implementation Framework (OIF) and other relevant planning documents. To this effect, he/she provides support, monitors and reports on the progress of mandate implementation, in close coordination with relevant units, including the identification of challenges, options and solutions, and on internal operational reporting and evaluation;
- To provide advice and support to Project Managers in compiling the necessary project documentation;
- To help to ensure that projects are conducted in accordance with the applicable framework;
- To identify informational needs and contribute to the Mission reporting and information gathering;
- To contribute to the development and regular updating of the OIF in close cooperation with the relevant Mission's operational elements and other key stakeholders;
- To coordinate, develop and implement baseline surveys, monitoring and evaluation exercises for assessing the impact of the Mission activities.
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's

Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND

- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Drafting and editing skills;
- Communication and presentation skills;
- Analytical capability and knowledge of information collection;
- Political awareness and understanding.

**6. Desirable Qualifications and Experience:**

- Experience in project management;
- Experience in working with donor requirements;
- Experience in project / programme reporting.

**7. Desirable Knowledge, Skills and Abilities:**

- N/A



<b>Position name:</b> Project Management Officer	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAC 043	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff/Project Cell	<b>Security Clearance Level:</b> Not Required	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Project Management Officer reports to the Head of Project Cell.

### 2. Main Tasks and Responsibilities:

- To assist in project planning, development, coordination and implementation of Mission projects in support of mandate implementation;
- To assess project proposals and issue feasibility and sustainability recommendations;
- To advise Missions operational components and heads of units in the preparation and implementation of project proposals, budgets, project changes, notes of understanding and project agreements, among other things;
- To ensure project proposals are in line with Mission projects Master List and programmes, and coordinated both internally and externally;
- To act as the interface between project leaders and various elements of Mission Support;
- To maintain records of the Mission project history and ongoing activities;
- To conduct post project reporting, evaluation and monitoring of donations;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement;
- To liaise with Mission international partners in close coordination with the Mission Coordination and Cooperation capability.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Team work skills;
- Project management skills;
- Time management skills;
- Problem solving skills.

**6. Desirable Qualifications and Experience:**

- Experience related to planning and implementation of projects for civilian law enforcement agencies;
- International experience, particularly in crisis areas with multinational and international organisations.

**7. Desirable Knowledge, Skills and Abilities:**

- Familiar with EU financial regulations.

<b>Position Name:</b> Press and Public Information Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAC 051	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Chief of Staff Office/Press and Public Information Division	<b>Level of Security Clearance:</b> Not Required	<b>Open to contributing third States:</b> No

### 1. Reporting Line:

The Press and Public Information Officer reports to the Head of Public Information Division / Senior Spokesperson.

### 2. Main Tasks and Responsibilities:

- To act as Mission spokesperson and communicate the work of the Mission to the public as required;
- To contribute to the implementation of the Mission Strategic Communications Plan;
- To organise and conduct press conferences, briefings and other media events;
- To cover the media aspects of high-level visits, supervise and coordinate arrangements for visiting journalists/media;
- To contribute to the development and maintenance of an effective Mission website and social media accounts;
- To draft press releases, public statements, articles and features;
- To write and design public information material and factsheets;
- To organise contract/tender/designs for Mission visibility items on request of the Head of Press and Public Information;
- To be the focal point for press and public information work;
- To coordinate with the press offices of other EU actors in the host state.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank. The qualification should be in any of the fields of Communications, Political studies, International Relations, Humanities, Social sciences or any another related field; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Experience and skills in digital communication (website management, managing social media accounts, visual communication);
- Drafting and presentation skills.

**6. Desirable Qualifications and Experience:**

- Experience in the field of institutional communication;
- Proficiency with social media and graphic design software.

**7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of the Ukrainian media environment;
- Knowledge of Russian or/and Ukrainian language.

<b>Position name:</b> Strategic Communications Adviser	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAC 053	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Office/ Press and Public Information Division	<b>Level of Security Clearance:</b> Not Required	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Strategic Communications Adviser reports to the Head of Press and Public Information Division.

### 2. Main Tasks and Responsibilities:

- To work in collaboration with the Mission's other advisers to provide strategic advice and practical support to Ukrainian authorities in developing and reforming the Civilian Security Sector in accordance with the Mission's mandate;
- To assist the Ukrainian Civilian Security Sector leadership in developing, making and implementing informed strategic communications decisions;
- To contribute to the enhancement of the Ukrainian Civilian Security Sector leadership, with emphasis on their awareness of the critical importance of up-to-date communication environments at the strategic level;
- To assist Ukrainian Civilian Security Sector agencies and institutions in conducting needs assessments of their communication-related areas;
- To mentor, advise and support the Ukrainian Civilian Security Sector leadership to develop communication strategies at the national and regional levels, in line with related European models and practices;
- To contribute to the development of training curricula and the delivery of targeted trainings of Ukrainian Civilian Security Sector agencies and institutions on strategic communications, media interaction, and related topics;
- To initiate, manage and evaluate public information / awareness campaigns jointly carried by the Mission and designated Ukrainian Civilian Security Sector agencies or institutions;
- To manage other communication-related projects, including budgeting and reporting, and to initiate and participate in tender procedures assigned to the Press and Public Information Division.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's

Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND

- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Analytical skills and experience in extracting and deducting recommendations;
- Expertise in delivering communications advice at the strategic/leadership level;
- Ability to mentor and motivate local counterparts.

**6. Desirable Qualifications and Experience:**

- Experience in planning and delivering training;
- Experience in project management.

**7. Desirable Knowledge, Skills and Abilities:**

- Ukrainian and/or Russian language skills.

<b>Position Name:</b> Adviser/Trainer on Community Policing	<b>Employment Regime:</b> Seconded	
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<b>Ref. Number:</b> UAM 007	<b>Location:</b> Kyiv/Countrywide	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Operations/Mobile Unit 1	<b>Security Clearance Level:</b> Not Required	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Adviser/Trainer on Community Policing reports to the Head of Mobile Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in planning documents and in the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions, and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To provide input to the mission's efforts in supporting the Liberated and Adjacent Territories through encouraging and promoting dialogue between law enforcement, civil society and the local populations in these areas;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure timely reporting on activities as per planning documents;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the local institutions in the field of Community Policing;
- To be the key interlocutor with the relevant regional/local Ukrainian partners;
- To develop policies in line with the local institutions.

### 3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

### 5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;

- Knowledge of Community Policing;
- Expertise of designing and delivering training.

**6. Desirable Qualifications and Experience:**

- Professional Training Qualification/Certification;
- Experience in international efforts to support host state reforms in the area of security at the national and/or at the regional level, in particular in the field of community safety.

**7. Desirable Knowledge, Skills and Abilities:**

- Ukrainian and/or Russian language skills.



<b>Position Name:</b> Adviser on Anti-Corruption	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 020	<b>Location:</b> Kyiv	<b>Availability:</b> 17 Aug 2025
<b>Component/Department/Unit:</b> Operations/Strategic Reform Component/OAS Reform Unit	<b>Level of Security Clearance:</b> Not Required	<b>Open to contributing Third States:</b> No

### 1. Reporting Line:

The Adviser on Anti-Corruption reports to the Head of OAS Reform Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring a local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions, and to propose relevant solutions;
- To provide analysis and recommendations to the local counterparts on anti-corruption initiatives in the law enforcement sector;
- To provide support and advice to selected civilian security sector institutions, specifically Law Enforcement Agencies. The advice and support will *inter alia* cover institution and capacity building and the provision of the best international anti-corruption practices in accordance with international anti-corruption standards and recommendations;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To maintain dedicated contacts and build relationships with relevant civil society actors;
- To provide written advice, drafts, justifications and speaking points, as required, on the development and implementation of legislative initiatives, strategies and their implementation in the area of anti-corruption;
- To implement and participate in projects in the anti-corruption field, including planning, drafting, preparations, tendering, reporting and practical preparation of meetings, seminars, and other events.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's

Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND

- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Good understanding of advising or building capacity in the field of anti-corruption;
- Legislative drafting skills;
- Good knowledge of international anti-corruption practices and recommendations;
- Expertise in designing and delivering training.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multinational and international organisations.

**7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of gender mainstreaming;
- Ukrainian and/or Russian language skills.

<b>Position name:</b> Head of Leadership and Education Unit	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAO 031	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations/Strategic Reform Component/Leadership and Education Unit	<b>Security Clearance Level:</b> Not Required	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of Leadership and Education Unit reports to the Head of Strategic Reform Component.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan(MIP);
- To lead, manage and coordinate the work and staff of the Leadership and Education Unit to ensure it delivers on Mission's mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by the Head of Mission;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP benchmarking in the relevant Line of Operations;
- To ensure, at operational level, coordination with other Mission Components, relevant operational units and horizontal advisers within the Mission;
- To coordinate with other Mission Components and horizontal Advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Unit with external interlocutors;
- To identify, manage and report the risks arising from specific processes/systems/projects implemented;
- To support Ukrainian counterparts in the Civilian Security Sector (CSS) in the reform process in the area of education, leadership development and human resources management;
- To act as the Mission's key focal point and direct interlocutor to the relevant Ukrainian authorities and counterparts on strategic human resources management, leadership development and educational reform process within the CSS;
- To closely collaborate with the office of the Chief of Staff on donor-coordination, evaluation and the implementation of projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;

- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree, OR equivalent and attested, police or/and military education or training or an award of an equivalent rank; AND
- A minimum 6 years of relevant professional experience, out of which a minimum of 2 years at coordination/management level, after having fulfilled the education requirements.

#### **5. Essential Knowledge, Skills and Abilities:**

- Ability to exercise collaborative, sound and effective leadership;
- Knowledge of human resources management as well as leadership and educational system reform, ideally in the context of CSS;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Ability to establish, plan, and review priorities;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team.

#### **6. Desirable Qualifications and Experience:**

- Experience in working within or with the CSS;
- Experience in leading change and project management;
- International experience, with multinational and international organisations, particularly in crisis areas.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of the political, cultural and security situation of the mission area and/or other areas within the same geopolitical region;
- Ukrainian and/or Russian language skills.

<b>Position Name:</b> Head of International Crimes Component/Deputy Lead Coordinator of the Atrocity Crimes Advisory Group	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 035	<b>Location:</b> Kyiv/Countrywide	<b>Availability:</b> 14 June 2025
<b>Component/Department/Unit:</b> Operations/International Crimes Component	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of the International Crimes Component/Deputy Lead Coordinator of the Atrocity Crimes Advisory Group (ACA) reports to the Head of Operations.

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the International Crimes Component in the implementation of the Mission mandate as set out in the OPLAN and relevant planning documents;
- To fulfil the role of Deputy Lead Coordinator of the Atrocity Crimes Advisory Group;
- To oversee the International Crimes Component's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of relevant Mission operational requirements;
- To support the development of the local institutions such as the Office of the Prosecutor General, the National Police, the State Bureau of Investigations and the State Security Service in the field of investigation/prosecution of International Crimes through strategic advice and training;
- To oversee and follow up on review of legislation in accordance with International Humanitarian Law (IHL) and International Criminal Law (ICL) and to lead working groups with Ukrainian and international participation on a range of ICL and IHL topics;
- To participate in all coordination mechanisms between the ACA partners and to maintain excellent relationships in this regard;
- To organise, foster and maintain excellent working and diplomatic relations at a senior level between Ukrainian institutions and international organisations and governments;
- To ensure consistency and sustainability of the Mission operational activities over time;
- To oversee the International Crimes Component's contribution to the Mission's internal and external reporting against benchmarking;
- To work in close cooperation with the other Mission Components and horizontal advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Component with external interlocutors as required;
- To identify, manage and report the risks arising from the specific processes, systems and projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

### **3. General Tasks and Responsibilities:**

- To identify and report on lessons learned and best practices within the area of responsibility;
- To contribute and ensure timely reporting on activities within the area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at coordination/management level.

### **5. Essential Knowledge, Skills and Abilities:**

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Sound knowledge of international humanitarian law and international criminal law.

### **6. Desirable Qualifications and Experience:**

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Managerial track record, including in change management and programme/project delivery;
- Experience of prosecuting international crimes at the national and/or the international level;
- International experience, particularly in crisis area with multinational or international organisations.

### **7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of the political, cultural and security situation of the Mission's area and other areas within the same geopolitical region;
- Knowledge of Public Administration organisation at managerial level in a relevant service within the Civilian Security Sector of a Member State;
- Ukrainian and/or Russian language skills.

<b>Position Name:</b> Head of OAS Reform Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 040	<b>Location:</b> Kyiv	<b>Availability: 15 Jun 2025</b>
<b>Component/Department/Unit:</b> Operations/Strategic Reform Component/ OAS Reform Unit	<b>Security Clearance Level:</b> Not Required	<b>Open to Contributing Third States: No</b>

### 1. Reporting Line:

The Head of Overarching Strategy (OAS) Reform Unit reports to the Head of Strategic Reform Component.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan(MIP);
- To lead, manage and coordinate the work and staff of the Unit to ensure it delivers on the Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by the Head of Mission;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP benchmarking in the relevant Line of Operations;
- To act as Mission focal point and direct counterpart to relevant Ukrainian authorities on the Overarching Strategy for Reform of the Entire Law Enforcement Sector Action Plan, good governance, digital tools in the law enforcement sector and anti-corruption initiatives in the law enforcement sector while enhancing innovation in their institutions through the use of digital tools and mainstreaming human rights & gender issues;
- To support the anti-corruption initiatives in law enforcement agencies as supported by the mission;
- To ensure, at operational level, coordination with other relevant operational units within the Mission;
- To coordinate with other Mission components and horizontal advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Unit with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instruction to the Unit;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the area of responsibility;
- To contribute and ensure timely reporting on activities within the area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

**4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree, OR equivalent and attested customs, police or/and military education or training or an award of an equivalent rank AND
- A minimum 6 years of relevant professional experience, out of which a minimum of 2 years at coordination/management level, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Knowledge in change management, and implementation of reform programmes;
- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers.

**6. Desirable Qualifications and Experience:**

- Professional Training Qualification/Certification;
- Experience in project management;
- Experience in international efforts to support host state reforms in the area of Security Sector Reform (SSR)/Rule of Law.

**7. Desirable Knowledge, Skills and Abilities:**

- Ukrainian and/or Russian language skills.



<b>Position Name:</b> Data Protection/GDPR Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 054	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations/Strategic Reform Component/OAS Reform Unit	<b>Security Clearance Level:</b> Not Required	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Data Protection/GDPR Adviser reports to the Head of OAS and Reform Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of civilian security sector actors (CSS) in the field of data protection through strategic advice and practical support, such as developing and implementing training;
- To be the key interlocutor with the Mission's CSS partners with regard to matters relating to data protection/GDPR;
- To develop policies in line with the local CSS institutions.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the area of responsibility;
- To contribute and ensure timely reporting on activities within the area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Ability to mentor, advise and motivate local counterparts;
- Proven knowledge of data protection and GDPR issues;
- Expertise of designing and delivering training;
- Expertise of designing policies and procedures.

**6. Desirable Qualifications and Experience:**

- Experience in working within or with the CSS;
- Experience in change management and project management;
- International experience, particularly in crisis areas with multinational and international organisations.

**7. Desirable Knowledge, Skills and Abilities:**

- Ukrainian and/or Russian language skills.

<b>Position Name:</b> Strategic Reform Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 055	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations/Strategic Reform Component/OAS Reform Unit	<b>Security Clearance Level:</b> Not Required	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Strategy Reform Adviser reports to the Head of Overarching Strategy (OAS) Reform Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the development of the local Law Enforcement Agencies in the field of the Overarching Strategy to Reform the Ukrainian Law Enforcement Sector;
- To be the key interlocutor with all relevant stakeholders engaged with implementation of the Overarching Strategy Action Plan and to coordinate the required actions with the concerned stakeholders;
- To develop policies in line with the local Law Enforcement Agencies in all matters related to the Overarching Strategy.
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices on digital transformation related aspects;
- To contribute and ensure timely reporting on digital transformation related activities;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Ability to mentor, advise and motivate local counterparts;
- Expertise of designing and delivering training;
- Knowledge of strategic matters relevant to Security Sector Reform matters.

**6. Desirable Qualifications and Experience:**

- Experience in change management and project management;
- Knowledge of standard project management software systems to coordinate the reform activities under the Overarching Strategy Action Plan;
- International experience, particularly in crisis areas with multinational and international organisations.

**7. Desirable Knowledge, Skills and Abilities:**

- Ukrainian and/or Russian language skills.

<b>Position:</b> Head of IBM and Law Enforcement Component	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> UAO 060	<b>Location:</b> Kyiv	<b>Availability:</b> 1 August 2025
<b>Component/Department/Unit:</b> Operations Department/IBM and Law Enforcement Component	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of the Head of IBM and Law Enforcement Component reports to the Head of Operations.

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Component in the implementation of the Mission mandate as set out in the OPLAN and relevant planning documents;
- To oversee the Component's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of relevant Mission operational requirements;
- To ensure consistency and sustainability of the Mission operational activities over time;
- To oversee the Component's contribution to the Mission's internal and external reporting against benchmarking;
- To work in close cooperation with the other Mission Components and horizontal advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts (National Police of Ukraine, National Guard of Ukraine State Border Guard Service, State Customs Service) and international actors in the field of responsibility;
- To act as the representative of the Component with external interlocutors as required;
- To support the development of the local counterparts in the field of Civilian Security Sector Reform and in war related challenges;
- To identify, manage and report the risks arising from the specific processes, systems and projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the area of responsibility;
- To contribute and ensure timely reporting on activities within the area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 7 years of relevant professional experience, after having fulfilled the educational requirements, out of which a minimum of 3 years at coordination/management level.

#### **5. Essential Knowledge, Skills and Abilities:**

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers.

#### **6. Desirable Qualifications and Experience:**

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Management experience in an international organisation operating in a conflict or immediate post-conflict situation;
- Experience in strategic analysis, planning and reporting as well as a sound understanding of strategic and operational considerations;
- International experience, particularly in crisis area with multinational or international organisations.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of the political, cultural and security situation of the Mission's area and other areas within the same geopolitical region;
- Knowledge of Public Administration organisation at managerial level in a relevant service within the Civilian Security Sector of a Member State;
- Ukrainian and/or Russian language skills.

<b>Position Name:</b>	<b>Employment Regime:</b>	
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Strategic Customs Adviser	Seconded	
<b>Ref. Number:</b> UAO 084	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Operations Department/IBM and Law Enforcement Component/ IBM Unit	<b>Security Clearance Level:</b> Not Required	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Strategic Customs Adviser reports to the Head of Integrated Border Management (IBM) Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To support the development of the State Customs Service of Ukraine in the field of SCS strategic reform to meet EU Acquis customs requirements through activities;
- To be the key interlocutor with State Customs Service international cooperation department;
- To advise on developing policies, strategies and working instructions for SCS to meet EU standards and take into consideration EU customs best practice.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the area of responsibility;
- To contribute and ensure timely reporting on activities within the area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested customs, police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

### 5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training on customs related topics as customs business plan;
- Experience with project management tools, in strategic planning, developing and implementing Action Plans;
- Knowledge of EU customs code and envisaged progress with CELBET.

**6. Desirable Qualifications and Experience:**

- Experience at customs HQ or at ministerial level;
- Experience with agencies reform process including large scale IT systems;
- Experience in cooperation with DG TAXUD or WCO or DG NEAR;
- International experience, particularly in crisis areas with multinational and international organisations.

**7. Desirable Knowledge, Skills and Abilities:**

- Ukrainian and/or Russian language skills.



<b>Position Name:</b> Adviser on IBM Quality Management	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 085	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Operations /IBM and Law Enforcement Component/ IBM Unit	<b>Security Clearance Level:</b> Not Required	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Adviser on IBM Quality Management reports to the Head of Integrated Border Management (IBM) Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions related to Quality Mechanism design and implementation on local, regional and national level and propose relevant solutions;
- To provide analysis and recommendations to the local counterparts regarding to Schengen Evaluation Mechanism, Quality Management systems including governing the implementation of an action plan, Management cycle including measurable indicators;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training to EIBM;
- To support the development of the IBM actors, mainly State Border Guard Service and State Customs Service of Ukraine in their capacity building effort to align UA IBM quality management with EU standards;
- To be the key interlocutor with IBM actors, mainly State Border Guard Service and State Customs Service related to Quality Management including Schengen Evaluation;
- To advise in developing policies, strategies and working instructions to meet IBM quality management EU Acquis requirements.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the area of responsibility;
- To contribute and ensure timely reporting on activities within the area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's

Degree OR equivalent and attested customs, police or/and military education or training or an award of an equivalent rank; AND

- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Ability to mentor, advise and motivate local counterparts;
- Knowledge of Schengen Evaluation mechanism, IBM quality management.

**6. Desirable Qualifications and Experience:**

- Experience as quality manager at agency's HQ or ministerial level;
- Experience of designing and delivering training in IBM related Quality Management including Schengen Evaluation;
- Experience in project management;
- International experience, particularly in crisis areas with multinational and international organisations.

**7. Desirable Knowledge, Skills and Abilities:**

- Knowledge and understanding of the institutional, legal and policy frameworks integrating the value of human rights and gender mainstreaming;
- Ukrainian and/or Russian language skills.

<b>Position Name:</b> IBM Coordination Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 086	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Operations /IBM and Law Enforcement Component/ IBM Unit	<b>Security Clearance Level:</b> Not Required	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The IBM Coordination Adviser reports to the Head of Integrated Border Management (IBM) Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To support the development of all IBM actors, mainly State Border Guard Service, State Customs Service, State Migration Service and relevant LEA's to cooperate through activities as exchange of information, common risk analysis, joint operations;
- To be the key interlocutor with the departments of Ukrainian IBM actors responsible for inter-agency cooperation;
- To advise UA IBM agencies with focus on State Border Guards Service and State Custom Service on developing relevant policies, curricula, instructor manuals related to training and policies, agreements, MoUs, SOPs, working instructions related to EIBM cooperation.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the area of responsibility;
- To contribute and ensure timely reporting on activities within the area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested customs, police or/and military education or training or an award of an equivalent rank; AND

- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Ability to mentor, advise and motivate local counterparts;
- Expertise of designing and delivering training;
- Knowledge of border management and customs related regulations, directives and EU best practice connected to inter-agency and international cooperation.

**6. Desirable Qualifications and Experience:**

- Experience on international cooperation on IBM agencies HQ or ministerial level;
- International experience, particularly in crisis areas with multinational and international organisations.

**7. Desirable Knowledge, Skills and Abilities:**

- Ukrainian and/or Russian language skills.

<b>Position name:</b> Adviser on Organised Crime - Smuggling	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAO 087	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations /IBM and Law Enforcement Component/ IBM Unit	<b>Security Clearance Level:</b> Not Required	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Adviser on Organised Crime - Smuggling reports to the Head of Integrated Border Management (IBM) Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To support the development of the local IBM institutions as State Customs Service and State Border Guard Service in the fields of criminal investigation, analysis, crime scene management;
- To be the key interlocutor with State Customs Service and State Border Guard Service related to criminal investigations;
- To advise on developing standard operating procedures and working instructions / manuals related to criminal investigations.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested customs, police or/and military education or training or an award of an equivalent rank; AND

- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Ability to mentor, advise and motivate local counterparts;
- Expertise of designing and delivering training related to criminal investigations;
- Knowledge of European Integrated Border Management Regulations, Procedures and related EC documents.

**6. Desirable Qualifications and Experience:**

- Experience in assessing investigation units performance;
- International experience, particularly in crisis areas with multinational and international organisations.

**7. Desirable Knowledge, Skills and Abilities:**

- Knowledge and skills as investigator in organised crime;
- Ukrainian and/or Russian language skills.

<b>Position name:</b> Senior Maritime IBM Adviser	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAO 088	<b>Location:</b> Kyiv/Countrywide	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations/IBMLEC/ IBM Unit	<b>Security Clearance Level:</b> Not Required	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Maritime IBM (Integrated Border Management) Adviser reports to the Head of Integrated Border Management (IBM) Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To support the development of the State Border Guard Service's Maritime IBM domain in close cooperation with EUAM Field Office Odesa
- To be the key interlocutor with the State Border Guard Service's Administration in Kyiv and with the Ministry of Communities, Territories and infrastructure development of Ukraine and other Ukrainian actors involved in the maritime domain;
- To develop a network amongst international organisations and partner countries involved in the maritime domain and act as a liaison officer on behalf of Field Office Odesa;
- To support Field Office Odesa in developing policies, strategies, action plans, SOP's, working instructions in line with the Ukrainian IBM actors involved in the maritime domain;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other mission horizontal advisers;
- To design and deliver training;
- To be deployed regularly to Field Office Odesa.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's

Degree; OR police and/or military education or training or an award of an equivalent rank; AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Ability to mentor, advise and motivate local counterparts;
- Knowledge on designing and delivering training;
- Sound knowledge of European regulations on integrated border management including IBM coast guard functions and maritime customs;
- Knowledge of key IMO conventions, as SOLAS, MARPOL, STCW, SAR.

**6. Desirable Qualifications and Experience:**

- Experience working with FRONTEX;
- Knowledge of the European Coast Guard Functions Forum;
- Experience in project management.

**7. Desirable Knowledge, Skills and Abilities:**

- Ability in advising on drafting policies, strategies etc.;
- Ukrainian and/or Russian language skills.



<b>Position name:</b> Senior Adviser on Transitional Justice	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAO 094	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Organised Crime and Criminal Justice Component/ Criminal Justice Unit	<b>Security Clearance Level:</b> Not Required	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Adviser on Transitional Justice reports to the Head of Criminal Justice Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the local institution in the field of transitional justice through activities such as legislative and policy advice and training;
- To be the key interlocutor with the Ministry of Justice and Parliament, public prosecution office, judiciary and law enforcement agencies;
- To develop policies in line with the local institutions on transitional justice;
- To support local authorities in drafting legislation in the area of transitional justice.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of transitional justice mechanisms.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multinational and international organisations.

**7. Desirable Knowledge, Skills and Abilities:**

- Ukrainian and/or Russian language skills.

<b>Position Name:</b> Head of Organised Crime Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 100	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations/Organised Crime and Criminal Justice Component/Organized Crime Unit	<b>Security Clearance Level:</b> Not Required	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of Organised Crime Unit reports to the Head of Organised Crime and Criminal Justice Component.

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Unit to ensure it delivers on the Mission mandate within its field of responsibility and tasks as set out in the planning documents, the Mission Implementation Plan (MIP) and instructions issued by the Head of Mission;
- To guide the Unit's work in identifying and addressing structural needs in the performance of Ukrainian counterparts countering organised crime through strategies, legislation and institutional reform and monitor and report on progress of the reforms
- To support capacity development of Ukrainian Law Enforcement Agencies in the field of combating organised crime through mentoring, training, advising and equipment
- To be the key interlocutor on strategic level with the Heads of Ukrainian counterparts combating organised crime;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP;
- To ensure, at operational level, coordination with other relevant operational units within the Mission;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To ensure compliance with instruction/direction from Mission management and to issue clear instruction to the Unit;
- To identify, manage and report the risks arising from specific processes/systems/projects implemented;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;

- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, out of which a minimum of 2 years at a management level, after having fulfilled the education requirements.

#### **5. Essential Knowledge, Skills and Abilities:**

- Knowledge of the EU Policy Cycle, its implementation and knowledge of serious and organised crime threat assessment (SOCTA) methodology;
- Knowledge of strategic, operational and tactical criminal analysis;
- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities.

#### **6. Desirable Qualifications and Experience:**

- Expertise in criminal investigations, including investigating organised crime cases and dismantling criminal organisations;
- Expertise in leading organised crime unit / department and in coordination with other Law Enforcement Agencies and the prosecution service;
- Experience in project management, including planning, budgeting, implementation and evaluation.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Ukrainian and/or Russian language skills.

<b>Position name:</b> Deputy Head of Component/Senior Adviser on National Security	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAO 134	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations /National Security Component	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Deputy Head of Component/Senior Adviser on National Security reports to the Head of National Security Component.

### 2. Main Tasks and Responsibilities:

- To support the Head of Component in leading, managing and coordinating the work and staff in the implementation of the Mission mandate as set out in the OPLAN and relevant planning documents;
- To deputise in the absence of the Head of Component;
- To contribute to the Component's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of relevant Mission operational requirements;
- To ensure consistency and sustainability of the Mission operational activities over time;
- To coordinate with other Mission Components and horizontal advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Component with external interlocutors as required;
- To support the development of the local authorities in the field of Civilian Security Sector Reform;
- To identify, manage and report the risks arising from the specific processes/ systems/projects implemented;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at coordination/management level.

#### **5. Essential Knowledge, Skills and Abilities:**

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Expertise in the field of national security and relevant knowledge of the work of security and intelligence agencies.

#### **6. Desirable Qualifications and Experience:**

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in strategic analyses, planning and reporting;
- International experience, particularly in crisis areas with multinational and international organisations.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Ukrainian and/or Russian language skills.

<b>Position Name:</b> Head of Unit - International Crimes Legal Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 136	<b>Location:</b> Kyiv	<b>Availability:</b> 26 June 2025
<b>Component/Department/Unit:</b> Operations/International Crimes Component/International Crimes Legal Unit	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of Unit - International Crimes Legal Unit reports to the Head of the International Crimes Component/Deputy Lead Coordinator of the Atrocity Crimes Advisory Group (ACA).

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the unit to ensure that it delivers on the Mission mandate within its field of responsibility and the tasks as set out in planning documents, the Mission Implementation Plan (MIP) and instructions issued by the Head of Mission;
- To operationalise the Mission mandate and tasks as set out in planning documents and in the MIP;
- To lead the unit in providing support by way of advice, mentoring and sustainable training solutions to those Ukrainian national bodies involved in the investigation and prosecution of international crimes;
- To lead the unit in the design and implementation of innovative strategies and solutions that will enhance the capabilities of those Ukrainian national bodies that conduct international crimes investigations and prosecutions;
- To support the work of ACA in providing advice and training solutions to the Office of the Prosecutor General of Ukraine and regional prosecutors' offices on International Humanitarian Law (IHL) and International Criminal Law (ICL);
- To ensure timely reporting on activities within the field of responsibility, in particular progress and/or lack of progress, including the updating of the MIP benchmarking in the relevant Line of Operations;
- To ensure coordination with other relevant operational units within the Mission;
- To coordinate with other Mission Components and other advisers;
- To foster contacts and build productive working relationships with relevant local counterparts and with other international actors in the field of responsibility;
- To act as the representative of the unit with external interlocutors;
- To ensure compliance with instructions/directions from Mission management, and to issue clear instructions to the Unit;
- To identify, manage and report the risks arising during the implementation of specific processes/systems/projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in all activities;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

### **3. General Tasks and Responsibilities:**

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### **4. Essential Qualifications and Experience:**

- Successful completion of university studies in law of at least 4 years attested by a diploma OR a qualification in the National Qualification Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree, OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum 6 years of relevant professional, out of which a minimum of 2 years at coordination/management level, after having fulfilled the education requirements.

### **5. Essential Knowledge, Skills and Abilities:**

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Knowledge of investigating, prosecuting, adjudicating or otherwise conducting complex criminal cases.

### **6. Desirable Qualifications and Experience:**

- Master's degree in management business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience of prosecuting international crimes at the national and/or international level (from specialised courts/tribunals and/or from executive international missions);
- Experience of International Humanitarian Law and International Criminal Law;
- International experience, particularly in crisis areas, with multinational and/or international organisations.

### **7. Desirable Knowledge, Skills and Abilities:**

- Ukrainian and/or Russian language skills.



<b>Position Name:</b> Senior Adviser on Prosecution of International Crimes	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAT 013 UAT 016 UAT 018 (3 positions)	<b>Location:</b> Kyiv/Countrywide	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations/ International Crimes Component/ International Crimes Legal Unit	<b>Security Clearance Level:</b> Not Required	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Adviser on Prosecution of International Crimes reports to the Head of International Crimes Legal Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterparts in the area of responsibility;
- To be embedded within the local institutions, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts and other international organisations;
- To liaise closely with other advisers;
- To design and deliver training;
- To support the development of the local institutions including the Office of the Prosecutor General of Ukraine as well as Ukrainian law enforcement institutions in the field of the investigation and prosecution of international crimes (war crimes, crimes against humanity, crime of aggression, and genocide) through activities including capacity building, advising, training and mentoring;
- To be a key interlocutor with the Office of the Prosecutor General of Ukraine as well as the Ukrainian law enforcement institutions that conduct international crimes investigations;
- To develop standards, guidelines and policies in line with the local institutions;
- To provide support by way of mentoring to investigators and prosecutors in the proper conduct of the investigation and prosecution of international crimes cases;
- To review Ukrainian draft laws and other legislation relevant to international criminal law and procedure, and to provide advice including on improving the compatibility of national legislation with the Rome Statute and to international human rights standards.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank;
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

#### **5. Essential Knowledge, Skills and Abilities:**

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Sound knowledge of international humanitarian law and international criminal law;
- Experience in the investigation, prosecution, adjudication or other conduct of complex criminal cases.

#### **6. Desirable Qualifications and Experience:**

- Experience of prosecuting international crimes at the national and/or the international level;
- Experience in project management.
- International experience, particularly in crisis areas with multinational and/or international organisations.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Ukrainian and/or Russian language skills.

<b>Position name:</b> Senior Adviser on Investigation of Trafficking in Human Beings	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAT 020	<b>Location:</b> Kyiv/Countrywide	<b>Availability</b> ASAP
<b>Component/Department/Unit:</b> Operations/Organised Crime and Criminal Justice Component/ Organised Crime Unit	<b>Security Clearance Level:</b> Not Required	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Adviser on Investigation of Trafficking in Human Beings reports to the Head of Organised Crime Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the Office of the Prosecutor General (OPG), National Police of Ukraine (NPU), State Bureau of Investigation (SBI) and Security Service of Ukraine (SSU) in the field of THB through activities proposing and co-ordinating joint initiatives to address the existing shortcomings, taking into consideration the programs and plans of other international organisations in the same geographical area;
- Developing strategic materials for prosecutors, police and other senior and middle management law enforcement officers on investigation of THB as well as identifying trainers to conduct training sessions for law enforcement authorities; being responsible for mainstreaming anti-trafficking activities;
- To provide analysis and recommendation to the counterparts;
- To support local institutions to draft legislation relevant for combating THB in line with EU standards;
- To be the key interlocutor for MoIA, OPG, NPU and SBU. Acting as focal point for EU and international organisations dealing with anti-trafficking initiatives such as EUROPOL, CEPOL, IOM, ICMPD, UN and OSCE.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

#### **5. Essential Knowledge, Skills and Abilities:**

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Experience of the investigation and prevention of THB, either as a police officer or a policing expert, dealing with investigations on THB and/or any other THB-related issues;
- Understanding of international frameworks regarding THB;
- Knowledge of indicators to identify victims of trafficking effectively;
- Understanding of recruitment methods, transit routes and exploitation techniques connected to THB.

#### **6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multinational and international organisations.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Ukrainian and/or Russian language skills.

<b>Position Name:</b> Senior Adviser on Legal Reform	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAT 027	<b>Location:</b> Kyiv	<b>Availability:</b> 10 Aug 2025
<b>Component/Department/Unit:</b> Operations Department/Organised Crime and Criminal Justice Component/Criminal Justice Unit	<b>Level of Security Clearance:</b> Not Required	<b>Open to Invited Third States:</b> Yes

### 1. Reporting Line:

The Senior Adviser on Legal Reform reports to the Head of Criminal Justice Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training and support on the organisation of workshops for local counterparts;
- To support the development of the local institution such as Public Prosecution Office, Ministry of Internal Affairs (MoIA), Ministry of Justice, Verkhovna Rada in the field of civilian security sector reform including supporting them in drafting legislation in line with EU standards;
- To be the key interlocutor with the Public Prosecution Office, MoIA, Ministry of Justice and other;
- To provide analysis of compliance with international and EU legal standards and support Ukrainian authorities with drafting legislation in line with international and EU standards with particular focus on SSR and criminal justice, and the analysis of comparative laws and studies, etc.;
- To develop comments and provide comparative studies to Ukrainian (draft) legislation and to draft specific legal provisions as required to align the legislation with international and EU legal standards particularly in the area of SSR and criminal justice;
- To assist and/or take part in working groups and committees formed by Ukrainian authorities to review legislation for compliance with EU standards;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the legal reform and legislative drafting field.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on legal reform related activities;

- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree; OR police or military equivalent education or training and rank; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

#### **5. Essential Knowledge, Skills and Abilities:**

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of EU legal standards and best practices in the area of civilian security sector, combating organised crime, criminal justice and cooperation in criminal justice matters;
- Knowledge of EU standards, methodology and techniques of legal drafting in a process of bringing national legislation in line with EU standards;
- Legal drafting skills.

#### **6. Desirable Qualifications and Experience:**

- Practical experience from national or international level with supporting national authorities in the process of drafting of legislation in compliance with EU legal standards in the area of security sector reform, combating organised crime and criminal justice
- Experience in parliamentary process, international law, procedural law, administrative law, criminal law, contract law and labour law, developing legislation and legislative drafting;
- International experience, particularly in crisis areas with multinational and/or international organisations.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Understanding of Ukrainian law and Ukrainian law-making processes;
- Knowledge of the political, cultural and security situation of the Mission area and other areas within the same geopolitical region.

<b>Position name:</b> Senior Adviser on Complex Crime Scene Analysis	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> UAT 033	<b>Location:</b> Kyiv/Countrywide	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Operations Department/Organised Crime and Criminal Justice Component/Criminal Investigation Unit	<b>Security Clearance Level:</b> Not Required	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Adviser on Complex Crime Scenes reports to the Head of Criminal Investigation Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan, by advising and mentoring local counterpart at the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to local counterparts in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver trainings;
- To support the development of Ukrainian counterparts in the field of forensic capabilities in relation to complex crime scene activities/management];
- To facilitate the support of the EU JHA agencies, and EU Member States' Law Enforcement Agencies (LEAs);
- To support relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to modernise and enhance complex forensic crime scene activities/management;
- To manage and lead projects on complex forensic crime scene management, and to advise and support relevant Ukrainian partners in implementing externally funded projects/initiatives;
- To assist in the implementation of training activities on the best practices in forensic standards on major incident or crime sites.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under

the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the educational requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Knowledge of forensics matters, in particular with regard to criminal investigations;
- Knowledge of forensic techniques and analysis at a complex crime scenes;
- Ability to reconstruct complex crime scenes;
- Expertise from dealing with scenes of major incidents and crimes;
- Ability to engage with senior officials/ governmental level decision makers.

**6. Desirable Qualifications and Experience:**

- Experience in CBRNE (chemical, biological, radiological, nuclear and explosive) related crime scenes, in trace analyses and recovery (e.g. DNA, blood);
- Experience in crime scene management;
- Experience in identification of bodies or parts of bodies;
- Experience in capturing, visualizing and reconstructing crime scene;
- Experience in crime scene work in high-risk areas (IED, EOD, and UXO's).

**7. Desirable Knowledge, Skills and Abilities:**

- Ukrainian and/or Russian language skills.



## Seconded/Contracted

<b>Position Name:</b> Mission Security Officer	<b>Employment Regime:</b> Seconded/contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level (MSML)
<b>Ref. Number:</b> UAD 003	<b>Location:</b> Kyiv/Countrywide	<b>Availability:</b> 04 March 2025
<b>Component/Department/Unit:</b> Security and Duty of Care Department / Security Division	<b>Level of Security Clearance:</b> EU Secret	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

The Mission Security Officer (MSO) reports to the Senior Mission Security Officer (SMSO).

### 2. Main Tasks and Responsibilities:

- To assist the Senior Mission Security Officer in the development, implementation and updating of the Mission Security Plan and all supporting security and safety documents, instructions and procedures;
- To assess the security situation and to provide comprehensive reports to the Senior Mission Security Officer on all incidents affecting Mission members;
- To assist the Senior Mission Security Officer in reviewing the security phases;
- To work in close cooperation with the Mission Support Department in matters related to the procurement of security related equipment and services;
- To elaborate in-depth planning and execution of security operations;
- To support in the identification, development, delivery and auditing of security training requirements;
- In line with the EU Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:
- To perform security reviews of personal protective equipment, transport and residences and Mission Offices;
- To ensure all security and communications equipment is operational and ready to use;
- To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings and presentations to Mission members on matters related to safety and security to ensure staff are prepared for emergencies;
- To liaise and cooperate with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives on security matters;
- To provide assistance to Mission members and ensure all necessary actions are taken, particularly in emergency cases;
- To travel to all Mission areas including high-risk areas as required.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

#### **4. Essential Qualifications and Experience:**

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

#### **5. Essential Knowledge, Skills and Abilities:**

- Planning and time-management skills;
- Analytical skills;
- Valid C or C1 Driving license;
- Thorough knowledge of demining activities (humanitarian/civilian);
- Proven ability to effectively assess Explosive Ordnance threat and recommend relevant risk controls.

#### **6. Desirable Qualifications and Experience:**

- University and /or master's degree in security studies (security studies, security and defence studies, international security studies, peace and conflict studies, intelligence or other related studies);
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- International experience with multi-national and international organisations, particularly in Ukraine;
- Extensive experience demining (humanitarian/military), mine-awareness or relevant field.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of the Mission area and potential security threats;
- Skills in operating GIS tools to support mapping of EO threat;
- Ukrainian and/or Russian language skills.

<b>Position Name:</b> Mission Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Management Level (MSML)
<b>Ref. Number:</b> UAD 015	<b>Location:</b> Kyiv/Countrywide	<b>Availability:</b> 07 May 2025
<b>Department/Component/Unit:</b> Security and Duty of Care Department/Security Division	<b>Security Clearance Level:</b> EU Secret	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Mission Security Officer reports to the Senior Mission Security Officer.

### 2. Main Tasks and Responsibilities:

- To assist the Senior Mission Security Officer in the development, implementation and updating of the Mission Security Plan and all supporting security and safety documents, instructions and procedures;
- To assess the security situation and to provide comprehensive reports to the Senior Mission Security Officer on all incidents affecting Mission members;
- To assist the Senior Mission Security Officer in reviewing the security phases;
- To work in close cooperation with the Mission Support Department in matters related to the procurement of security related equipment and services;
- To elaborate in-depth planning and execution of security operations;
- To support in the identification, development, delivery and auditing of security training requirements;
- In line with the EU Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:
- To perform security reviews of personal protective equipment, transport and residences and Mission Offices;
- To ensure all security and communications equipment is operational and ready to use;
- To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings and presentations to Mission members on matters related to safety and security to ensure staff are prepared for emergencies;
- To liaise and cooperate with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives on security matters;
- To provide assistance to Mission members and ensure all necessary actions are taken, particularly in emergency cases;
- To travel to all Mission areas including high-risk areas as required.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework equivalent to level 6

in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND

- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Planning, and time-management skills;
- Analytical skills;
- C or C1 Driving license.

**6. Desirable Qualifications and Experience:**

- University and /or Master's degree in security studies (security studies, security and defence studies, international security studies, peace and conflict studies, intelligence or other related studies);
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Ability to contribute creatively to the development of security policies and procedures;
- Highly resilient under mental pressure;
- International experience, particularly in crisis areas with multi-national and international organisations.

**7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of the Mission area and potential security threats;
- Ukrainian and/or Russian language skills.

<b>Position Name:</b> Senior Adviser on Prosecution of International Crimes	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level (MSML)
<b>Ref. Number:</b> UAT 003 UAT 011 UAT 012 (3 positions)*	<b>Location:</b> Kyiv/Countrywide	<b>Availability:</b> ASAP 01 Mar 2025 ASAP
<b>Component/Department/Unit:</b> Operations/ International Crimes Component/ International Crimes Legal Unit	<b>Security Clearance Level:</b> Not Required	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Adviser on Prosecution of International Crimes reports to the Head of International Crimes Legal Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterparts in the area of responsibility;
- To be embedded within the local institutions, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts and other international organisations;
- To liaise closely with other advisers;
- To design and deliver training;
- To support the development of the local institutions including the Office of the Prosecutor General of Ukraine as well as Ukrainian law enforcement institutions in the field of the investigation and prosecution of international crimes (war crimes, crimes against humanity, crime of aggression, and genocide) through activities including capacity building, advising, training and mentoring;
- To be a key interlocutor with the Office of the Prosecutor General of Ukraine as well as the Ukrainian law enforcement institutions that conduct international crimes investigations;
- To develop standards, guidelines and policies in line with the local institutions;
- To provide support by way of mentoring to investigators and prosecutors in the proper conduct of the investigation and prosecution of international crimes cases;
- To review Ukrainian draft laws and other legislation relevant to international criminal law and procedure, and to provide advice including on improving the compatibility of national legislation with the Rome Statute and to international human rights standards.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank;
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

#### **5. Essential Knowledge, Skills and Abilities:**

- Ability to mentor, advise and motivate local counterparts;
- Expertise of designing and delivering training;
- Sound knowledge of international humanitarian law and international criminal law.
- Expertise in the investigation, prosecution, adjudication or other conduct of complex criminal cases;
- Excellent skills in legal drafting in English.

#### **6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multinational and/or international organisations;
- Experience of prosecuting international crimes at the national and/or the international level;
- Experience in project management.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Ukrainian and/or Russian language skills.

\*In case of contracted candidates, the employment contract duration is of 1 year.